



**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**  
**Regular Meeting Agenda**  
**Thursday, December 3, 2009**  
**4:00 P.M., City Hall Room 103**

\*\*\*\*\*

**I. CALL TO ORDER**

**II. MINUTES**

Approval of the minutes from the November 4, 2009 regular Civil Service Commission meeting.

**III. ACTION AGENDA**

- A. Request to Rescind Action Extending Fire Lieutenant and Fire Captain Promotional Lists
- B. Mechanic Job Description Update (SEIU Local 517M DPW Position)
- C. Ad Hoc Committee for Civil Service Rules and Regulations Update

**IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT**

- A. Layoffs effective 1-1-2010
- B. Year-end Performance Evaluations

**V. STATUS OF RECRUITMENTS**

- A. City Part-time/Limited Positions 2009: Applications continue to come in for Senior Transit Worker and School Crossing Guard.
- B. Customer Service Representative I 2008-09: There are 137 applications on file. Applications closed for undetermined period.
- C. Beacon Services Contractual Seasonals: Seasonal staffing continues to wind down with winter preparations underway.
- D. Housing Rehabilitation Counselor: Former Administrative Secretary Samantha Ferguson was the successful candidate to fill this position returning to work from Lay off on November 16, 2009.
- E. Mechanic: One requisition is on hold per DPW management.
- F. Police Officer 2008-2009: There are 70 applications on file.

**VI. APPOINTMENTS**

**A. New Appointments:**

**Part-time or Seasonal Employees:**

Willie Cunningham, McGraft Park Caretaker – 11/06/09

**B. Promotions:**

**Permanent Employees**

**Part-time or Seasonal Employees:**

**C. Transfers:**

Samantha Ferguson, Housing Rehabilitation Counselor – 11/16/09

**D. Temporary Assignments:**

**VII. SEPARATIONS**

**A. Resignations:**

**Permanent Employees**

**Part-time or Seasonal Employees:**

Egan Porter, Marina Aide – 10/30/09

John Irving, Marina Aide – 10/16/09

**B. Other**

**Retirements:**

**Terminations:**

**Permanent Employees**

**Part-time or Seasonal Employees:**

**VIII. OTHER**

**A. Certificates of Training Excellence:**

**B. Letters of Appreciation:**

**Leisure Services** received notice of a monetary award for \$100 in recognition of their participation in the Aquafina Major League Baseball Pitch, Hit and Run program.

**Jay Huffman** received an e-mail notice of thanks for his professionalism and satisfying work performance from Citizen Al Swartzlander.

**Howard Usher** received an e-mail notice of thanks for his professionalism and satisfying work performance from Citizen Al Swartzlander.

**Wyatt Eggleton** – A phone call was made to Public Utilities Supervisor Dave Smith from Citizen Peter Satorius complimenting Wyatt's professionalism and satisfying work performance.

**X. OLD BUSINESS:**

**XI. OTHER BUSINESS**

**A. Temporary Staffing Services**

Engineering	\$ 514.80	(10/26/09 – 10/30/09)
CNS	\$1,158.53	(10/26/09 – 10/30/09)
Engineering	\$ 514.80	(11/02/09 – 11/06/09)
Engineering	\$ 453.02	(11/09/09 – 11/13/09)
Engineering	\$ 566.28	(11/16/09 – 11/20/09)

**TOTAL \$3,207.43**

**B. Public Comments**

**XII. ADJOURNMENT**

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETING OF THE  
CITY COMMISSION AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The City of Muskegon provides necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials under consideration at the meeting to individuals with disabilities who want to attend the meeting upon twenty-four hour notice to the City of Muskegon. Individuals with disabilities requiring auxiliary aids or services, please contact the City of Muskegon by writing or calling the following:

Ann Marie Becker, City Clerk  
933 Terrace Street, Muskegon, MI 49440  
(231) 724-6705

(12 09 Agenda)